



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CG (310-2d)

05 MAR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #001-03, Open Door Policy

1. PURPOSE. To establish the U.S. Army Maneuver Support Center and Fort Leonard Wood Commanding General's Open Door Policy.

2. POLICY/PROCEDURES.

a. Each member of this installation may consult directly with me. There are, however, certain circumstances in which I may have to delay the meeting in order to carry out my appointed responsibilities. Most problems, however, are handled most efficiently and effectively at the lowest possible level of the chain of command; I highly encourage this means as the first resort to problem resolution.

b. When making appointments to see me, enlisted personnel will first inform the Maneuver Support Center Command Sergeant Major of concerns. All personnel are required to consult their chain of command prior to making an appointment with my office.

c. Military and civilian personnel will not, unless legal considerations prevent this, be prohibited or discouraged from making appointments to see me. My open door policy is in effect at all times.

3. SUPERSESSION. This memorandum supersedes the previous command policy on this subject.


R. L. VAN ANTWERP
Major General, USA
Commanding

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Detachments, Tenant Units, Directorates,
and Personal Staff Offices